

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

**HR COMMITTEE MEMBERS PRESENT: Marsik, Frohling, Greshay, Duchac and Schmidt**

**MEMBER EXCUSED:** None

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Monday, May 1, 2017 at 10:30 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

**ALSO PRESENT: Jim Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Angi Zilliox, Human Resources Specialist; Kimberly Nass, Corporation Counsel; Rebecca Bell, Human Services and Health Director.**

**Meeting called to order by Marsik at 10:30 a.m.**

Roll call was taken. All members present.

Hinze verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Schmidt to approve the regular session minutes of the April 18, 2017 meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion carried.

Hinze presented a request for sick leave donation for a Human Services and Health Department employee who will be absent due to medical reasons. Hinze explained that the employee currently is not eligible for any time off but when eligible will be using all available time off first.

Motion by Greshay to approve the request for sick leave donations under the current guidelines and by doing so does not establish a practice or precedent. Second by Schmidt. Motion carried.

Hinze stated that the Enterprise Resource Planning (ERP) Project Committee is proposing a Procurement Policy with a section regarding ethics; however, noted that Dodge County currently has an Ethics Policy as part of the Dodge County Employee Policies and Procedures approved by the Human Resources and Negotiations Committee and County Board. Hinze stated that after discussion, it was suggested to better clarify the current Ethics Policy specifically regarding acceptance of gifts. There was discussion among the members regarding solicited and unsolicited gifting. Nass suggested clarifying the policy to state that employees are allowed to accept unsolicited gifts of a nominal value, employees are not allowed to use their position with the County for personal gain, employees attending conferences are allowed to participate in conference activities if it is available to all attendees, and employees cannot be employed with another entity if that position compromises their position with the County. Mielke inquired if all employees should be required to annually sign an ethics statement. It was the consensus that there

is not a need for it at this time. Hinze highlighted that, semi-annually, employees are provided information regarding the Ethical Advocacy Hotline and that all new hires sign off acknowledging they have reviewed the policies and procedures. Frohling suggested the Procurement Policy only include a statement that no employee can violate provisions of the Ethics Policy in the Dodge County Employee Policies and Procedures. Mielke suggested a policy requiring entities disclose any conflicts of interest with Dodge County when submitting a bid or contract. Hinze stated she would inquire if other counties have a similar policy. Hinze agreed to bring back a revised Ethics Policy.

The Committee reviewed the Personnel Requisitions.

One (1) Billing Clerk (LTE extension to 12/31/17)	Human Services
One (1) Support Staff – Intake (LTE extension to 12/31/17)	Human Services

Motion by Frohling to approve the Personnel Requisitions contingent on approval of James Mielke. Second by Greshay. Motion carried.

Hinze provided the Committee with additional information regarding Paid Time Off (PTO) Program. Hinze provided an explanation and led a discussion regarding Extended Leave Banks (ELB). Hinze explained several options for consideration including incorporating the Post Employment Health Plan (PEHP); Hinze will reach out to the PEHP administrator for additional insight. Hinze emphasized that the PTO program can be tailored to meet Dodge County needs. After discussion regarding the different options Hinze agreed to provide the Committee with a sick leave balance report, and scenarios of the different ELB with different payout options as well as arrange for the PHEP provider to attend a future Committee meeting.

Mindemann presented a medical of absence for consideration for an employee with Human Services and Health Department who does not qualify for Federal and State Family and Medical Leave due to duration of employment intermittently 04/03/17-10/04/17 and continuously 05/08/17-06/26/17. Mindemann verified that Human Resources has supporting medical documentation.

Motion by Greshay to approve the Medical Leave of Absence as presented and by doing so does not establish a practice or precedent. Second by Duchac. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – None. LIMITED TERM/SEASONAL NEW HIRE - Jordan Gutjahr, Highway Seasonal, Highway, \$10.97, MSC08, ST01, 05/01/2017; Karissa M. Marquardt, Highway Seasonal, Highway, \$10.97, MSC08, ST01, 05/22/2017; Paul Rettler, Park Caretaker Astico Park, LR&P, \$10.88, MSC06, ST01, 04/19/2017. LIMITED TERM/SEASONAL RE-HIRE - Colleen R. Hann, Highway Seasonal, Highway, \$11.35, MSC08, ST02, 05/15/2017; Monica D. Miller, Highway Seasonal, Highway, \$11.74, MSC08, ST03, 05/15/2017; Leah A. Uecker, Highway Seasonal, Highway, \$11.74, MSC08, ST03, 05/22/2017; Evelyn Breutzmann, Park Attendant Derge Park, LR&P, \$12.13, MSC13, ST03, 04/19/2017; Kevin Breutzmann, Park Caretaker Derge Park, LR&P, \$11.63, MSC06, ST04, 04/19/2017. RE-HIRE – None. RECLASSIFICATION - Patricia Beier, Counselor II AODA, Human Services, \$20.72, DC06, ST01 transfer, 03/01/2017. STEP INCREASE – Stephen L. Pett, Operations Superintendent, Highway, \$33.91, DC11, ST05, 05/25/2017; David D. Overshiner, Counselor III AODA, Human Services, \$25.25, DC07, ST05, 03/15/2017; Holly M. Buchda, Communications Officer, Sheriff, \$24.67, DC05, ST12B, 04/04/2017; Jerome D. Doornek,

Correctional Officer, Sheriff, \$24.40, DC05, ST12A, 05/24/2017; Curtis W. Knoll, Correctional Officer, Sheriff, \$25.47, DC05, ST14A, 04/09/2017; Jodi L. Zitlow, Deputy Secretary-Criminal Investigation, Sheriff, \$19.35, DC03, ST12A, 04/05/2017.

The Committee reviewed the Orientation Period Reports as presented.

**Committee Member Report:** None

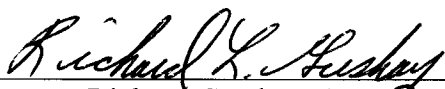
**HR Director's Report:**

- a) Disciplinary Actions: Hinze reported a discipline of a Clearview employee resulting in a voluntary resignation. Hinze reported the Sheriff's Office considering charges for an unpaid suspension for an employee for failure to follow policy. Hinze reported a termination of an employee for not meeting orientation standards in Land Resources and Parks Department.
- b) Grievances and Arbitrations: None to Report
- c) Update Regarding Employee Trust Funds Group Insurance Board Proposed Transition to Self-Insurance: Hinze stated there is no new information from the State.
  - 1. Preliminary Discussions with Other Local Governments – Insurance Pool Concept: Hinze notified the Committee of preliminary discussions regarding a consortium with Jefferson County and surrounding municipalities. Hinze stated that M3 has been retained as the consultant to provide a health insurance analysis and quote. Hinze noted there is no commitment from Dodge County to move forward with the Insurance Pool Concept. Hinze stated that the County will be providing general demographic information that is not employee-specific to M3. Mielke stated it is anticipated to receive the quote from M3 by September.

Future Agenda Items: ETF Group Insurance Board Self Insurance, Paid Time Off, and Ethics Policy.

It was the consensus of the Committee to move the July 4, 2017 meeting due to the holiday to July 3, 2017 at 9:45 a.m. The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **May 16, 2017 at 9:00 a.m. and June 6, 2017 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 12:03 p.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.